

# **CREATING/UPDATING NATIONAL GUARD GENERAL OFFICER BIOGRAPHIES**

## **FIRST TIME BIOGRAPHY:**

Open a new word doc

1" margins (top, bottom, left, right)

Do not justify paragraphs

Do not include any bullets or numerical auto-formatting

Font for all body text will be 12 point Arial

Font for section headings and position title will be in 14 point Arial Bold

Font for general officer name will be in 18 point Arial Bold

Do not insert photo in word doc

Do not mark document as read-only file

Do not use abbreviations

Photo is a completely separate attachment sent as a jpeg file (at least 300 dpi)

Do not insert State or NGB headings or banners in word doc

Use attached guide to begin writing biography

## **UPDATING EXISTING BIOGRAPHY:**

Use final word doc from last update sent to NGB-GO and highlight areas that member is requesting to be changed, added, or deleted. Highlighted changes may be in yellow with additions or deletions in different colors.

Ensure adherence to all instructions listed in "first time biography"

**\*\*If you are working on a biography that has not been updated in several years and/or do not have access to information from last update please use the following guidance:**

1. Locate general officer's most current biography on the NGB-GO website at <http://www.ngb.army.mil/ngbgomo/library/default.aspx>
2. Copy the text from website (copy text only- no headers/photos)
3. Open a new word doc and paste text copied from website
3. Clear all "formatting" that may have been transferred from website.
4. Begin formatting text to comply with the current biography guidelines listed in "first time biography"

## **SUBMITTING BIOGRAPHIES TO NGB-GO**

Send one email to [gomailbox@ng.army.mil](mailto:gomailbox@ng.army.mil) with word doc (biography) and jpeg (official photo) attached as separate documents and include the general officer's name in the subject line.

Once biography is received, a subject matter expert will review photo and bio for adherence to the applicable Army Regulations and Air Force Instructions for uniform wear and official general officer photographs, as well as the guidelines in this biography handbook.

Should any corrections need to be made to photo or biography, the subject matter expert will respond to the general officer or their point of contact via email outlining the nature of the corrections.

On approval of final draft, the subject matter expert will forward information to our webmaster for post to the NGB-GO website as an official general officer biography.

# BRIGADIER GENERAL JOHN Q. GUARD

**Arial Bold 18**

## Assistant Adjutant General – Army, Louisiana

**Arial Bold 14**



Only use the General's legal name. For example: General John Q. Guard or General F. John Guard. Nicknames and go-by's will not be utilized. The position description should be one paragraph. Do not use abbreviations. The first paragraph should state the General's current authorized position per the memo from the Chief, National Guard Bureau titled "General Officer Authorizations to Joint Force Headquarters". If the General is performing an additional state duty, it is listed after the assigned position. If the General is dual-hatted in a National Guard Assistant Program position it will be listed after both the primary position and the additional state duty. This paragraph should also include a description of the position responsibilities. For example: Brigadier General John Q. Guard is the Assistant Adjutant General – Army Maryland National Guard, and also serves as the Commander, Maryland Army National Guard. General Guard also serves as the Director of Legislative Liaison.

**Arial 12**

The second paragraph should begin with the General's commissioning source, and list additional noteworthy experiences throughout the General's career. This should not be a list of previous assignments. If the General has enlisted time, it can be documented here or in a third paragraph if necessary. Do not list any privacy act information, including family, church or home of record. Do not list civilian occupation information. Do not use any abbreviations. For example: General Guard was commissioned in 1981 through the Reserve Officer Training Corp program at South Dakota State University. Prior to receiving his commission, General Guard served as an enlisted member of the 842<sup>nd</sup> Engineer Company of the South Dakota National Guard.

### EDUCATION:



1985 University of Maryland, Bachelor of Science, Chemistry, College Park, Maryland  
1990 The Ohio State University, Master of Business Administration, Accounting, Columbus, Ohio  
1992 United States Army War College, Carlisle Barracks, Pennsylvania  
1993 Air War College, by correspondence  
1994 National Defense University, CAPSTONE, Fort Lesley J. McNair, Washington, District of Columbia

### ASSIGNMENTS:



1. August 1986 – July 1987, Student, Undergraduate Pilot Training, Moody Air Force Base, Georgia
2. August 1987 – January 1988, Instructor Pilot, F-16, 113<sup>th</sup> Wing, District of Columbia Air National Guard, Andrews Air Force Base, Maryland
3. January 1988 – Present, Assistant Adjutant General – Air, Maryland National Guard, Baltimore, Maryland

### FLIGHT INFORMATION: *If Applicable*



Rating: Command Pilot

Flight Hours: More than 4,000

Aircraft flown: C-130, C-131, F-15, F-106, T-33, T-37

Pilot wings from: Moody Air Force Base, Georgia



### **AWARDS AND DECORATIONS:**

Defense Distinguished Service Medal

Army Distinguished Service Medal

Defense Superior Service Medal

Legion of Merit (with 2 Bronze Oak Leaf Clusters)

Meritorious Service Medal (with 2 Bronze Oak Leaf Clusters)

Army Commendation Medal (with 1 Bronze Oak Leaf Cluster)

Joint Meritorious Unit Award

Army Achievement Medal (with 1 Bronze Oak Leaf Cluster)

Army Reserve Component Achievement Medal (with 1 Silver Oak Leaf Cluster)

National Defense Service Medal (with Bronze Star)

Armed Forces Expeditionary Medal

Global War on Terrorism Expeditionary Medal

Global War on Terrorism Service Medal

Armed Forces Service Medal

Humanitarian Service Medal

Armed Forces Reserve Medal (with "M" Device and Gold Hourglass)

Army Service Ribbon

Army Reserve Component Overseas Training Ribbon

NATO Medal

Special Forces Tab

Secretary of Defense Identification Badge

Expert Infantryman Badge

Master Parachutist Badge

Air Assault Badge

Army Staff Identification Badge

Canadian Parachutist Badge



### **CIVILIAN OCCUPATION:** *Section Optional*

President and Chief Executive Officer of the Peregrine Leadership Institute located in Gillette and Casper, Wyoming. The company conducts leadership training, management consulting services and employee development programs for public and private sector organizations located in 11 states and 3 foreign countries.



### **PROFESSIONAL MEMBERSHIPS & AFFILIATIONS:** *Section Optional*

Board of Directors Red Cross Chapter of Maryland

National Guard Association of Maryland



### **OTHER ACHIEVEMENTS:** *Section Optional*

1987 Arizona Army National Guard Outstanding Officer of the Year

2000 Distinguished Alumni Award, The Ohio State University

# **EFFECTIVE DATES OF PROMOTION:**



Second Lieutenant 11 August 1985

First Lieutenant 10 August 1987

Captain 14 January 1989

Major 16 December 1994

Lieutenant Colonel 15 July 1999

Colonel 2 September 2004

Brigadier General 8 September 2007

1. This is the narrative portion of the biography.

Do not use the term "The General" in after identifying them in the first sentence, instead refer to the general officer as General Guard or by using the appropriate pronoun.

Further information on how to complete this portion is explained in the text of the guide.

2. This is the education portion of the biography.

List both civilian and military education in chronological order from earliest to the most recent. Only list courses that are more than 40 hours and have been completed as

**Colonel or above.**

EXCEPTION: All senior service colleges or equivalent may be listed (service component war college and fellowships). If Military Education is not completed in residence, substitute "by correspondence" for City, State. Do not use abbreviations. All school names must be spelled out.

The format is as follows:

**Year – Name of School, Degree, Subject, City, State**

3. This is the Assignments portion of the biography.

List assignments chronologically, beginning with first assignment upon commissioning.

List each individual assignment separately and number accordingly. .

\*\*Assignments must reflect the same dates and position titles as OER's/OPR's in personnel file. Do not list any enlisted assignments.

The format is as follows:

**1. Month year – Month Year, Position Title, Unit, City, State**

4. This is the flight information portion of the biography and may not apply to all general officers. However, if it does please list rating, military flight hours, and military aircraft flown (do not list civilian aircraft or civilian flight time). List military aircraft in alphabetical and in numerical order.

The format is as follows:

Rating

Flight Hours:

Aircraft flown:

Pilot Wings Earned:

5. This is the awards and decorations portion of the biography. List awards in order of precedence. Any award listed must be shown on the accompanying official photo. If new awards have been added to the biography, then a new photo must be taken.

If wearing state awards in photo they must be listed in biography. State awards not shown in photo will not be listed in biography.

If serving in an Extended Active Duty position, only list federal awards.

Do not abbreviate official award names.

The format is as follows:

**Full Name of Award (add number and exact type of device)**

6. This is the civilian occupation portion of the biography and is optional. For those who wish to list their current civilian position please do not list privacy act information (i.e. home of record, names of family members, place of worship etc.). List only current civilian occupation title, company name and a brief description of duties.

Format is self-explanatory

7. This is the professional memberships and affiliations portion of the biography and is optional. For those who wish to include this information, please list in chronological order from earliest to most recent. Do not use abbreviations. Do not list privacy act information (i.e. home of record, names of family members, place of worship etc.)

Format and content are self-explanatory

8. This is the other achievement portion of the biography and is optional. For those who wish to include this information, please list in chronological order from earliest to most recent. Do not use abbreviations. Do not list privacy act information (i.e. home of record, names of family members, place of worship etc.)

Format and content are self explanatory.

9. This is the promotions portion of the biography.  
List rank, then date in day,month,year format. Rank and month are not abbreviated.

The format is self explanatory